

Professional and Managerial Branch
Miscellaneous Professional Group
Archives & Records Management Series

ARCHIVES & RECORDS ANALYST

10/02 (JAS)

General Summary

Under general supervision, perform professional archival and records management functions, and conduct related research and operational analysis.

Typical Duties

Assist with development and implementation of economical and effective methods for accessing, handling, storage and disposal of active and inactive public and confidential information, and engage in central and departmental storage facility operations. Involves: Participate in devising coding and filing systems, database catalogs, finding aids, records management forms, acquisition register, and disaster recovery plans for ordinances, codes, resolutions, contracts, reports, correspondence, maps, drawings, ledgers, logs and other items documenting actions and events pertaining to City government functions, organization and officials that comply with applicable governmental rules and regulations. Participate in research on new archival and records center automation technologies, and allied software and hardware. Audit records and filing systems and procedures of assigned City departments. Evaluate efficiency of information flow and documentation within and between specified organizations which includes identifying material common to various departments and office of record for duplicates. Research and confer with management and other interested parties to assess the historical significance of documents, and to recommend establishing and maintaining permanent collections. Evaluate feasibility of using alternative media for retention of specified records. Prepare cost/benefit analyses of storage facilities and disposal methods. Specify locations for permanent storage of records. Ascertain degree of deterioration of archival materials and extent of conservation work needed, and arrange for basic repair and preventive preservation for paper records. Conduct periodic physical inventories of centrally stored records. Arrange for destruction of records as authorized. Ensure storage facility safety precautions are adhered to and environmental controls are maintained.

Provide records management consulting services to assigned departments, and reference services regarding their documents in person, by phone, email or fax. Involves: Advise on and provide staff training in approved departmental records classification, preservation and retrieval principles and practices and related cost controls. Prepare detailed standard operating procedures for departmental records retention and administration that comply with state and federal records requirements, and prescribed records control policies and schedules, including arrangements for transfers from active to inactive status, delivery to archives, indexing and reformatting to and from paper, photographic, magnetic and optical media. Assist in preparation and presentation of records control schedules, and records destruction lists and requests to department heads and interested agencies as required. Act as liaison to designated internal and external audiences which includes monitoring approved access to archived information of a confidential or unofficial nature. Interpret finding aids, instruct in handling of materials and advise on application of archival materials to research activities. Respond to requests for material in archives by researching availability and abstracting information, and retrieving, duplicating and delivering inactive records upon authorized request. Ensure return of records to storage facility after use. Enter, maintain and retrieve records inventory data and records control schedules using manual systems or personal computers. Refer researchers to pertinent materials available in other resources such as libraries, museums and private collections as necessary. Arrange for use of collections for outreach, including curriculum and exhibits.

Perform miscellaneous related professional and administrative duties as assigned. Involves: Substitute for own supervisor or co-workers subordinates during temporary absences as qualified by carrying out specified duties to maintain continuity of normal services, if delegated. Serve on ad hoc committees and engage in special projects as required. Participate in professional meetings, conferences and training seminars to stay abreast of changes and trends in archives and records management practices. Prepare activity reports and maintain related records.

Knowledge, Abilities and Skills:

- Good knowledge of modern archival and records management principles and practices, including descriptive cataloging, and original and automated document and data storage and retrieval systems.
- Good knowledge of available sources of information, the historical contexts governing archival operations, and allied administrative processes.
- Some knowledge of historical research methodology.
- Some knowledge of computer and Internet applications, including creation, maintenance and accessing of databases, and electronic records encoding, formatting and publication.

- Some knowledge of rules, regulations and laws pertaining to records retention and access to public information.
- Ability to comprehend and apply regulations, policies and procedures when analyzing organizational objectives, operational requirements and historical significance of information to be retained.
- Ability to establish priorities, organize resources and engage in activities when setting up and maintaining centralized filing and record-keeping systems
- Ability to conceptualize and conduct pertinent studies of archival materials.
- Ability to interpret and evaluate client informational needs and to determine appropriate alternative solutions.
- Ability to communicate effectively orally and in writing to explain technical information for a non-technical audience such as when conducting record maintenance and archive use training, and to prepare indices, bibliographies, descriptions, other reference guides, grant proposals, reports and correspondence.
- Ability to establish and maintain effective working relationships with city management and employees, educational institutions, museums, libraries, historians, businesses, vendors, lawyers and the public.

Other Job Characteristics:

- Occasional operation of a motor vehicle through city traffic.
- Frequent moving of moderately heavy weights (up to 50 pounds (such as lifting and carrying boxes of records.
- Frequent traversing of lattice work flooring to store, inventory & retrieve archival materials from upper level of stacks of central records repository.
- Frequent exposure to dust and mold in records storage areas.

Minimum Qualifications:

Education and Experience: Equivalent to a combination of an accredited Bachelor's degree in Archives Management, Museum Studies, History, Government, Business or Public Administration, or related field, plus one (1) year of professional experience assisting with archival or records administration by performing research and appraisal, cataloging and coding, preservation and reformatting, or retention and disposition of original documents or other media.

Licenses and Certificates: Texas Class "C" drivers license, or equivalent issued by another state.

Human Resources Director

Department Head